



The Corporation of the
Township of Manitouwadge

Manitouwadge Cemetery Advisory Committee
Monday, November 27, 2023
6:30 PM in the Council Chambers

AGENDA

- 01 CALL TO ORDER & WELCOME OF NEW MEMBER**
- 02 DECLARE CONFLICTS OF INTEREST**
- 03 APPROVAL OF AGENDA**
- 04 REVIEW AND APPROVE MEETING MINUTES**
 - 01 Minutes of CAC Meeting held October 2, 2023.
- 05 BUSINESS**
 - 01 Review first draft of 2024 Work Plan (Terms of Reference, Sec. 3(b))
- 06 NEXT MEETING DATE**
- 07 ADJOURNMENT**



The Corporation of the
Township of Manitouwadge

Manitouwadge Cemetery Advisory Committee
Inaugural
Monday, October 2, 2023
6:30 PM in the Council Chambers

MINUTES

PRESENT: Councillor Coady Keough
Theresa-Lynn Cain
Mike Scapinello
Kayla Zotter

STAFF: Joleen Keough, Clerk

REGRETS: Tyler Brewster, Director of Public Works

PUBLIC: 0

01 CALL TO ORDER, WELCOME & INTRODUCTIONS - Joleen Keough

Joleen Keough opened the meeting and welcomed everyone to the first meeting. Each member introduced themselves.

MOTION TO OPEN:

Moved by: Mike Scapinello

Seconded by: Kayla Zotter

All in Favour

02 DECLARE CONFLICTS OF INTEREST

None

03 APPROVAL OF AGENDA

MOTION TO APPROVE:

Moved by: Mike Scapinello

Seconded by: Theresa-Lynn Cain

All in Favour

04 REVIEW OF DOCUMENTS:

The agenda was emailed to members for review.

- a. Manitouwadge Cemetery Advisory Committee – Terms of Reference
- b. Municipal Code of Conduct for Council and Committee Members
- c. Municipal Procedural Bylaw
- d. 2021-2025 Strategic Plan
- e. Workplace Violence, Harassment Prevention Policy
- f. Respectful Behaviour Policy
- g. Social Media Policy
- h. Various Acts, Regulations and Entities that govern Municipalities and Cemeteries:
 - i. [Municipal Act](#)
 - ii. [Municipal Conflict of Interest Act](#)
 - iii. [Municipal Freedom of Information and Protection of Privacy Act](#)
 - iv. [Accessible Customer Services Act](#)
 - iv. [Funeral, Burial and Cremation Services Act](#)
 - v. [Vital Statistics Act](#)
 - vi. [Bereavement Authority of Ontario](#)

The members had no questions regarding any of the documents provided. All members signed an Acknowledgement Form for the Code of Conduct – Council and Committees of Council, and the Workplace Violence/Harassment Policy.

05 ELECTION OF CHAIR & CO-CHAIR (Terms of Reference, Sec. 5)**01 Election of Chair and Co-Chair from Community Members**

- Theresa-Lynn Cain
- Mike Scapinello
- Kayla Zotter

Staff discussed the options with the members regarding the election of either a Chair and Vice Chair or the election of two Co-Chairs. Members were in favour of the Co-Chair model.

Nominations were opened; Mike Scapinello and Kayla Zotter put their names forward as Co-Chairs.

MOTION TO APPOINT MIKE SCAPINELLO AND KAYLA ZOTTER AS CO-CHAIRS OF THE MANITOUWADGE CEMETERY ADVISORY COMMITTEE:

Moved By:

Seconded By: Theresa-Lynn Cain

All in Favour

06 BUSINESS**01 Cemetery Operations Overview – Municipal Staff**

- Joleen Keough, Clerk/Planning Administrator (Division Registrar)
- Tyler Brewster, Director of Public Works

Joleen Keough, Clerk provided an overview of cemetery operations including the Township Cemetery Bylaw, cemetery contract, mapping, annual activity and interment procedures.

A member asked about hearing a rumour from the public that the Township does not do burials on Saturdays anymore. Staff assured the members that interments are still conducted on Saturdays, and it was one request that could not be accommodated due to staff shortages that resulted in the rumour.

A member requested that for burials, a small amount of earth be provided for family to toss earth on the casket, if they choose. Staff shared that it is provided at the family's request. Members discussed options for holding the earth and felt a nice metal container/bucket would be the best choice for aesthetics and durability.

A member requested that the shed on the cemetery grounds be assessed due to its aged appearance, to see if it requires repairs or replacement.

MOTION TO REQUEST AN EARTH HOLDER AND SHED ASSESSMENT TO THE TOWNSHIP:

Moved By: Kayla Zotter

Seconded By: Mike Scapinello

All in Favour

02 2024 Work Plan (Terms of Reference, Sec. 3(b))

Staff provided an overview of Section 3(b) of the Terms of Reference. Members discussed different options. During this discussion staff shared that they were told that Savoie Contracting will temporarily suspend operations during a burial as their equipment makes quite a bit of noise. Members were appreciative and thank Savoie Contracting for this gesture.

MOTION TO REQUEST STAFF TO COMPILE THE FIRST DRAFT OF THE 2024 WORK PLAN:

Moved By: Mike Scapinello

Seconded By: Kayla Zotter

MOTION TO REQUEST STAFF TO DRAFT A LETTER ON BEHALF OF THE CAC FOR SAVOIE CONTRACTING:

Moved By: Mike Scapinello

Seconded By: Kayla Zotter

**03 Cemetery Advisory Committee (CAC) Community Members
(Terms of Reference, Sec. 4)**

- CAC Vacancy – 1 Member

Staff provided a verbal update that Council would be putting out another call for applications to fill the CAC vacancy.

07 NEXT MEETING DATE

November 13th, 2023 at 6:30 pm

08 ADJOURNMENT

MOTION TO ADJOURN
Moved By: Mike Scapinello
Seconded By: Kayla Zotter



Draft 2024 Work Plan

- 01** Explore options and legality of providing markers for Lots without markers
 - a. Check with other municipalities
 - b. Review Acts

- 02** Earth Holder
 - a. Container and shovel for scattering earth during burials

- 03** Shed Assessment
 - a. Repair or replacement?

- 04** Cemetery Bylaw
 - a. Staff to update Cemetery Bylaw

- 05** Annual Events
 - a. Fundraising
 - i. Memorandum of Understanding for Committee Fundraising
 - b. Event Ideas

- 06** Water at Cemetery
 - a. Sandpoint?

- 07** Lighting at Cemetery
 - a. Solar?

- 08** Memorial Benches
 - a. Check with other municipalities